



FSSNet Version 5 Animal Feed



User



Guide



: foodinfo@hps.scot.nhs.uk



: [0141 300 1946](tel:01413001946)



: <https://www.envhealth.scot.nhs.uk>



FOOD
STANDARDS
AGENCY

<http://www.food.gov.uk>



Health
Protection
Scotland

<http://www.hps.scot.nhs.uk>

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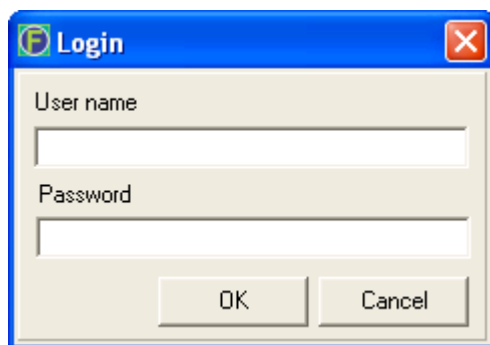
USING THE FOOD SURVEILLANCE SYSTEM

Starting the application

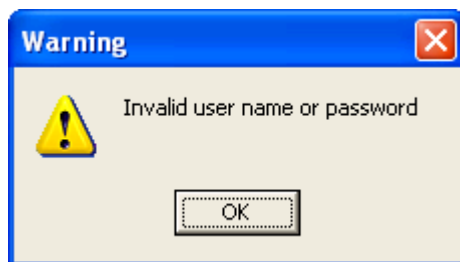
To open the application double click the FSS icon on your desktop



After running the program you will see the following security login screen.



You will need to enter a valid **Username** and **Password** to continue running the application, otherwise the following warning message will be displayed.



After entering a valid **User name** and **Password**, you will see the application introduction screen.

Food Surveillance System

FSS UK

Surveillance System

Sample entry system

Helpline:
0141 300 1946

Project links:
Web site <https://www.envhealth.scot.nhs.uk>
General enquiries foodinfo@hps.scot.nhs.uk
Web enquiries webadmin@hps.scot.nhs.uk
HPS website <http://www.hps.scot.nhs.uk>
Video Screencasts <https://www.envhealth.scot.nhs.uk/User/Main/Video.aspx>

Version 5.

MacLaren West Ltd
1 Main Street, Cumbernauld.
Telephone 01236 733726
www.maclarenwest.co.uk

☐ Food ☒ Animal feed

Connection: 1. Live

Exit OK

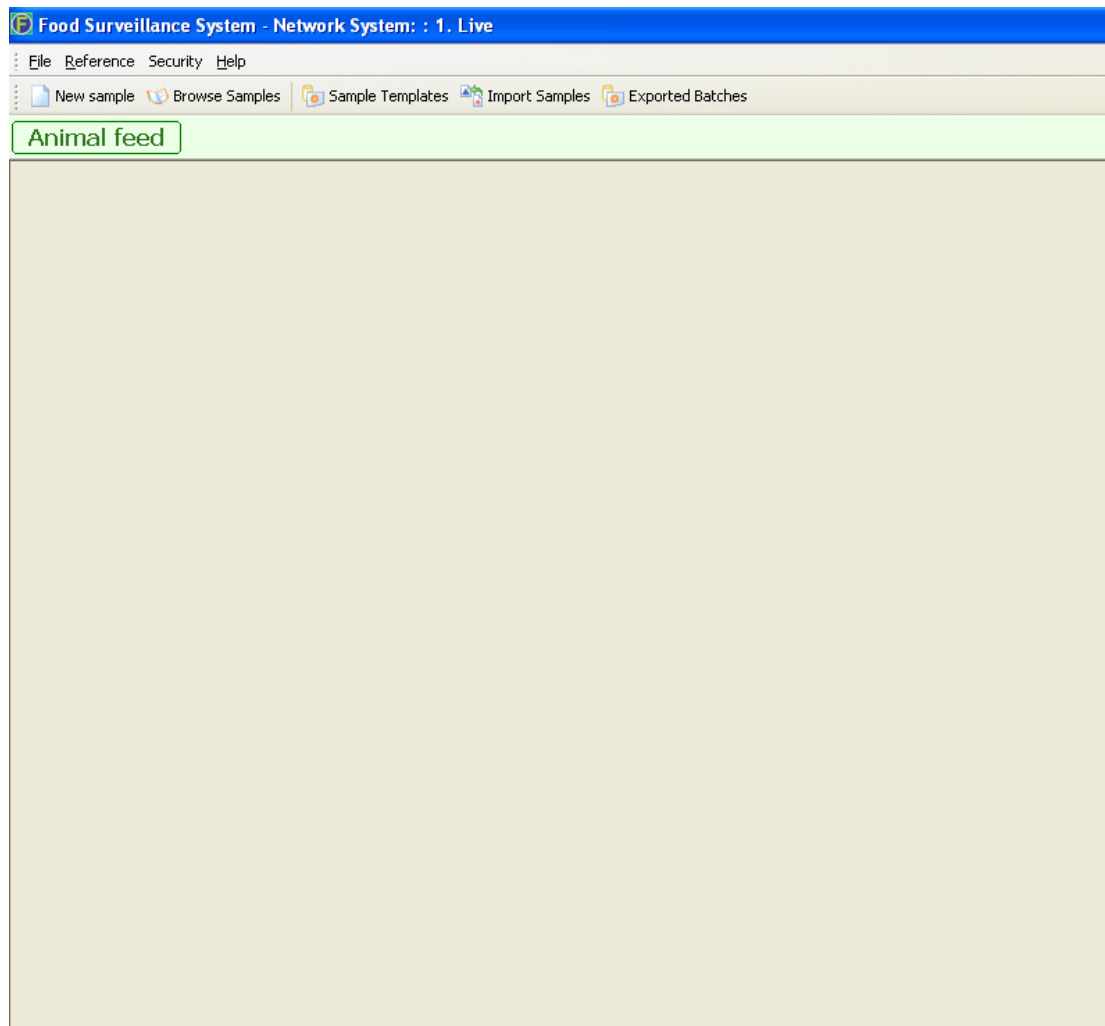
Once this screen appears you can either enter into the **Food** or **Animal Feed** Module using the radio select buttons. (the application remembers your choice so you do not have to keep selecting) In your case you select **Animal Feed**.

Select either **Live** or **Training** to enter the main screen. The **Live** connection is used when inputting real data into the system. The **Training** connection can be used when entering dummy data for training other colleagues and for users to familiarise themselves with the system, then click **OK**.

On this screen you will find some useful links to the FSS website, general enquiries email address, HPS website and a link to download video help.

Main Screen

The Main screen is shown below



Menus can be accessed from the top of the screen and clicking on the following buttons can access common functions. These can also be accessed in the **File** menu.

New Sample	Used to enter a new sample into the system
Browse Samples	Used to view samples that are in the system
Sample Templates	Used to View/Edit/Create sample template
Import Samples	Used to import samples with results into the System
Exported Batches	Used to re export samples and view batch detail

Shortcut Keys & Handy Tips

The application follows standard Windows design concepts.

[TAB]	Moves forward from the current control to the next in the tab order
[SHIFT][TAB]	Moves back to the previously selected control
[CTRL][TAB]	Moves forward to the next data-entry screen
[F2]	Close currently open form
[F4]	Open a lookup dialog for the selected field
[F5]	New Record
[F6]	Edit selected record
[F7]	Save with validation to record being edited / inserted
[F8]	Save without validation to record being edited / inserted
[F9]	Previous data-entry screen
[F10]	Next data-entry screen

The data-entry screens can be completed in any order.

Press **F9** and **F10** to move from one data-entry screen to the next (or use mouse button to click data-entry screen tabs)

All drop down/reference fields are identified by the ▼

Use the mouse to click on this drop down field or press the **ENTER** key

Use the tab key () to move through all data-entry fields

New Animal Feed sample

Accessed by clicking on the **New (Animal Feed)** button from the **Main Screen**.

Administration (Animal Feed)

New Sample.: 1. Live

Animal feeds sample

Admin | Reason | Labelling | Additional | Analysis | **Chemical**

General

Analysis Type: ☐ Micro ☒ Chemical National Ref:

Sample Number:

Office:

Sample Officer:

Sample Date: Time (24 hr):

Business ID:

Premises Name:

Address 1:

Address 2:

Address 3:

Address 4:

Post Code: Approval/registration number:

Feed risk category:

PremisesType:

Buttons: Edit Sample (F6), Save With Validation(F7), Save Without Validating (F8), Abandon And Close, Help (F1), Close (F2), >> (F10)

Micro - microbiological sampling is undertaken to ascertain the microbiological quality of feed and to determine the possible presence or absence of harmful microorganisms in feed.

There are currently no microbiological standards set in feeding stuffs legislation for which the FSA act as the central competent body.

Chemical - feed samples submitted for chemical sampling may undergo specific analyses such as for contamination, presence of additives, compliance with nutritional standards and

National ref - unique sample reference number allocated by the FSS application.

- **Sample number** – this is the number by which the sample can be identified by the Local Authority.

- **Office** - if your organisation has a number of offices branches in different locations, names for each of the offices can be added to, then selected from, the drop down list
- **Sample Officer** - if your organisation has a number of officers taking samples, names for each of the officers can be added to, then selected from, the drop down list
- **Sample date** - date that the sample was taken. The date can be selected by clicking on the tab to reveal the calendar
- **Time** - time that the sample was taken. The time defaults to the current time but can be changed using the up / down arrows provided
- **Business ID** - this is the unique identifying code of the business that is listed in your premises database (e.g. APP; CAPS etc).
- **Premises name** - the name that the business from which the sample was taken is trading under. This information will usually be imported from your premises database (e.g. APP; CAPS etc).
- **Address** - the address of the premises from which the sample was taken. This information will usually be imported from your premises database (e.g. APP; CAPS etc).
- **Post code** - the postcode of the premises from which the sample was taken. This information will usually be imported from your premises database (e.g. APP; CAPS etc).
- **Feed risk category** - the category in which the business was rated at the last food safety primary inspection. This information will usually be imported from your premises database (e.g. APP; CAPS etc).
- **Premises type** – sub category into which the premises from which the sample was taken should be placed. These premises sub-categories agree with the FSA return (i.e. Manufacturer of compound feeds).
- **Purchase cost** - the amount paid for the sample (if appropriate). Feed samples taken formally are normally taken from a batch consisting of more than 6Kg and taken from the place of packing/manufacture. You should follow your own authority's policy with regard to payment for feed samples.

Animal Feed Premises

Feed premises field order – Importing premises into FSS UK Administration guidance

BusinessID
PremiseName
Address1
Address2
Address3
Address4
PostCode
Feed Risk Category
PremiseType Code
Registration number

Feed Risk Category:

H (High)
M (Medium)
L (Low)

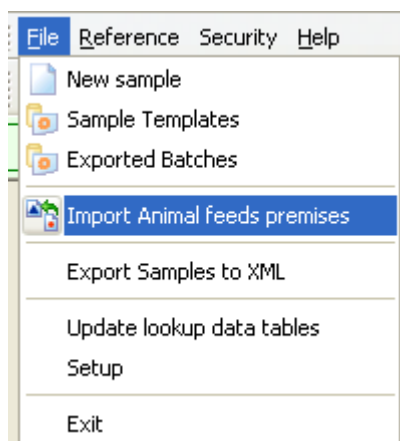
Premises Type Code:

K (Producers of feed materials)
L (Stores of feed materials)
M (Manufacturers of compound feed stuffs)
N (Importers and representatives of establishments in third countries)
O (Intermediaries, distributors and retailers)
P (Manufacturers of additives and premixtures)
Q (Animal farms)
R (Other feed businesses)

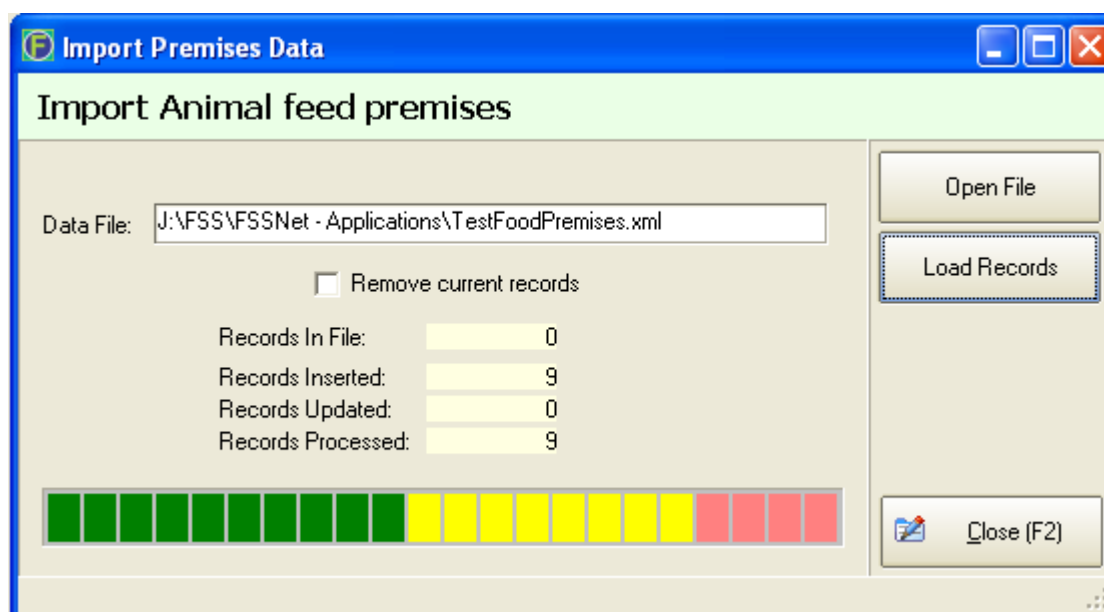
e.g.

11402,One Stop,,110 South Road,Taunton,Somerset,TA1 3BP,H,K,123245
1691,One Stop,,126 Wordsworth Drive,Taunton,Somerset,TA1 2HJ,M,L,M
28940,Thorntons,,21 Old Market Centre,Taunton,Somerset,TA1 2AT,L,M,12536
19549,Ireson's,,2a St. James Street,Taunton,Somerset,TA1 1JH,H,L,34776

To import this file into FSSNet click on File Import Animal feeds Premises



Browse to the file and select Load Records



Once the status bar is complete click on close.

N.B. There is an option to remove all current records if you want to import a new batch, tick the check box to do this. If you leave the box unchecked then only new records will be added and the current records updated.

Enforcement (Animal Feed)

Click on the **Reason** tab next to **Admin** at the top to access this screen. Select **Enforcement/Investigation** by clicking on it and checking the radio button.

The screenshot shows a software window titled "New Sample.: 1. Live" with a blue header bar. Below the header, the title "Animal feeds sample" is displayed. The window has several tabs: "Admin", "Reason", "Labelling", "Additional", and "Analysis". The "Reason" tab is currently selected, and the word "Micro" is displayed in red text. Under the "Reason" tab, there are two radio buttons: "Enforcement/Investigation" (which is selected) and "Surveillance/Monitoring". Below this, there are two sections: "General" and "Surveillance/Monitoring". The "General" section contains a "Sample Type" dropdown menu, a "Follow Up Sample" checkbox, and an "Index Sample Number" text field. The "Surveillance/Monitoring" section contains a "Sample was taken as part of a survey" checkbox, a "Survey Body" dropdown menu, and a "Survey Ref" dropdown menu. On the right side of the window, there are several buttons: "Edit Sample (F6)", "Save With Validation(F7)", "Save Without Validating (F8)", "Abandon And Close", "Help (F1)", and "Close (F2)". At the bottom left, there are navigation buttons: "<< (F9)" and ">> (F10)".

Reason for taking Sample:

Enforcement / Investigation or Surveillance / Monitoring - reason why the sample has been taken in the first instance; enforcement/ investigation would cover, for example; routine or complaint, whereas surveillance / monitoring would cover survey or project samples.

- **Sample Type** - formal / informal. These descriptors will suit whether the sample is; routine, complaint, survey or other.
- **Follow up sample** - if this sample was taken following on from a preceding sample (e.g. after the first sample failed)
- **Index sample number** – this is the number relating to the first sample taken, in order that preceding samples can be linked to this

Surveillance (Animal Feed)

Click on the **Reason** tab next to the **Admin** tab at the top to access this window.
Select Surveillance/Monitoring **by clicking on it and checking the radio button.**

New Sample.: 1. Live

Animal feeds sample

Admin | Reason | Labelling | Additional | Analysis | **Micro**

Reason for sample taken: ☒ Enforcement/Investigation ☒ **Surveillance/Monitoring**

General:

Sample Type:

☐ Follow Up Sample Index Sample Number:

Surveillance/Monitoring:

☐ Sample was taken as part of a survey

Survey Body:

Survey Ref:

Buttons: Edit Sample (F6), Save With Validation (F7), Save Without Validating (F8), Abandon And Close, Help (F1), Close (F2), << (F9), >> (F10)

Surveillance / monitoring

- **Sample was taken as part of a survey** – this applies where a number of samples are all taken for a specific survey purpose (e.g. a set time period during which monitoring of a specific product is undertaken).
 - **Survey body** – the name of the body or organisation that is instigating / coordinating the survey e.g. Food Standards Agency etc.

- **Survey ref** - this reference number allows all samples forming part of the survey to be linked. The first part of the survey number will normally be provided by the 'Survey body' (see above) to show that the sample forms part of the wider survey, with an option to add further identifying numbers for each sample if required (to allow identification of each unique sample forming part of the larger survey).

Notes:

- **Formal** – formal samples are taken in the manner as prescribed in The Feeding Stuffs (Sampling and Analysis) Regulations 1999 and submitted to an accredited laboratory.
N.B. Formal samples submitted to the agriculture analyst must be accompanied by a statement to the effect that the sample was taken in the prescribed manner in accordance with the legislation if the officer intends to take legal action.
- **Informal** – informal samples, are samples which have not been taken in accordance with the Sampling and Analysis regulations. They are also however submitted to an accredited laboratory. They do not require an accompanying statement.

Labelling (Animal Feed)

Click on the **Labelling** tab next to the **Reason** tab at the top to access this window.

Feed Name

the name that the product is sold under (e.g. Pedigree Chum)

Feed Description

a basic description of the type of feed sampled. Where there is a name laid down by law this must be used. In most instances, the feed type will be one of those prescribed by law. For example, a Complimentary Feed.

Animal Species

The type of animal species the feed has been produced for in conjunction with the list contained in the Feeding Stuffs Regulations. This list is provided via the drop-down menu.

Category



Click on the  icon and select a feed category from the codes provided on category tree feed types are categorised in terms of pre-populated categories in the 'category tree'. Selecting the 'category tree' button on the right of the 'category' label allows the user to select from the populated

list (e.g. Compound Feed). Clicking on one of the item headers, you will see that there are sub-categories under each main heading (e.g. Complimentary Feed). These can be used to populate the 'sub-categories' lists below

Sub Category This will populate with feed category once selected in category tree

Additional Product Information This allows the officer to enter free text.

Statutory Statement information – information that is prescribed by feed legislation which must accompany the feed at the point of its final destination in the supply chain (i.e. the product label on pre-packed feed or the delivery docket on feed delivered loose from bulk).

Business type business types can either be entered free text or via the drop-down menu provided (i.e. Distributor).

Manuf. approval/reg. no a dedicated number allocated to the feed business operator by the local authority in accordance with the Feed Hygiene Regulation.

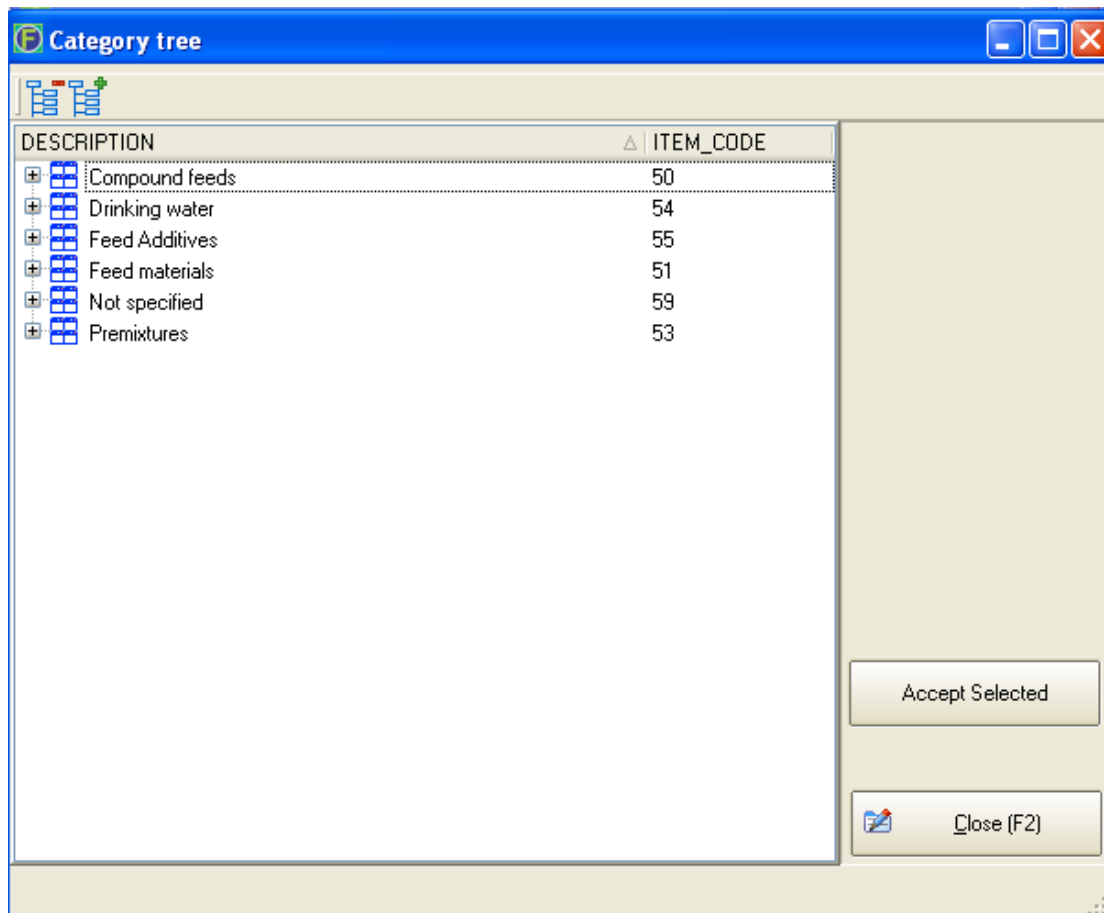
Business name- Enter details from label on feed or select  to pull in the address details from the Admin tab to save time.

address (Label)

Importer (if appropriate) enter importer details if appropriate. If the sample has not been sampled at the point of importation and the name of the Importer is contained on the product label, enter this information at this point.

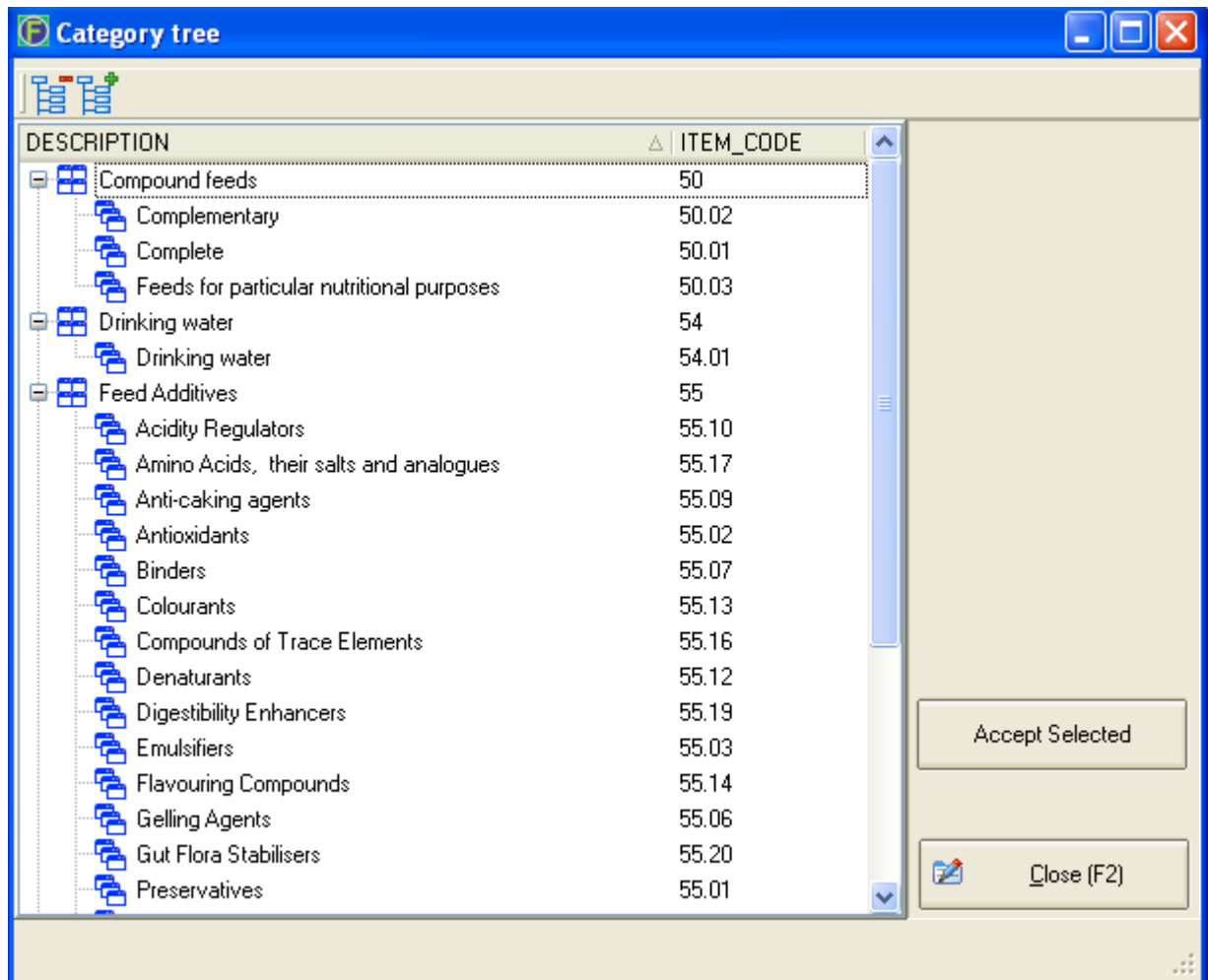
Country of Origin If the Country that the food originated from is available from the product label, select the country from the drop-down menu.

Category Tree



You can use the plus/minus box  to expand or contract the categories.

To find a particular food category you can start typing and the search will be narrowed down as you type.



In the above window the word **Antioxidants** is being typed by the **User** and is found automatically in the **Category Tree**.

You can see that the First category is **Feed Additives**, **Antioxidants** is a sub category of **Feed Additives**.

If the current selection of Antioxidants is correct then pressing Enter on your keyboard or clicking the Accept Selected button will select the category for this sample.

Packaging (Animal Feed)

Click on the **Additional** tab next to the **Description** tab at the top to access this window.

- **Packaging provided** - the way in which the product was packaged for sale (if applicable). Select from the drop down menu (i.e. pre-packed/not pre-packed).
- **Package size** – declared on product packaging. The number of units should be entered here.
- **Package units** – the unit of measurement stated on the product packaging e.g. gm, Kg, ml, etc. These units are contained in the drop-down menu provided.
- **Batch No** - the batch number allows for traceability. Prescribed by the Feeding Stuffs Regulations, and is, in general, found on the label attached to the product.
- **Durability** – the way that durability is entered will depend on the information on the label. For example, 'best before' / 'best before end.' There is a provision for the officer to enter the day, month and year as well as a drop down calendar.

17/01/2006

January 2006

M	T	W	T	F	S	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today Clear

**Day/Month/Year
Condition**

Enter Durability date e.g. 07 09 2002 -
 – this is the storage condition in which the product is in at the point of sampling. I.e. at ambient temperature, chilled, frozen etc. This can be selected from the drop-down list. There is also a provision that allows the officer to enter free text if 'other'

Analysis (Animal Feed)

Click on the Analysis tab next to the **Additional** tab at the top to access this window.

New Sample.: 1. Live

Animal feeds sample

Admin | Reason | Labelling | Additional | **Analysis** | **Micro**

Compliance with COP

Sample was taken in compliance with statutory requirements: **NO** (YES/NO)

Explanation:

Laboratory:

Analysis

Routine (or as defined by the laboratory) analysis required? **NO** (YES/NO)

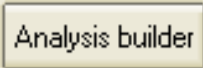
Analysis required

Additional Information - including contract code

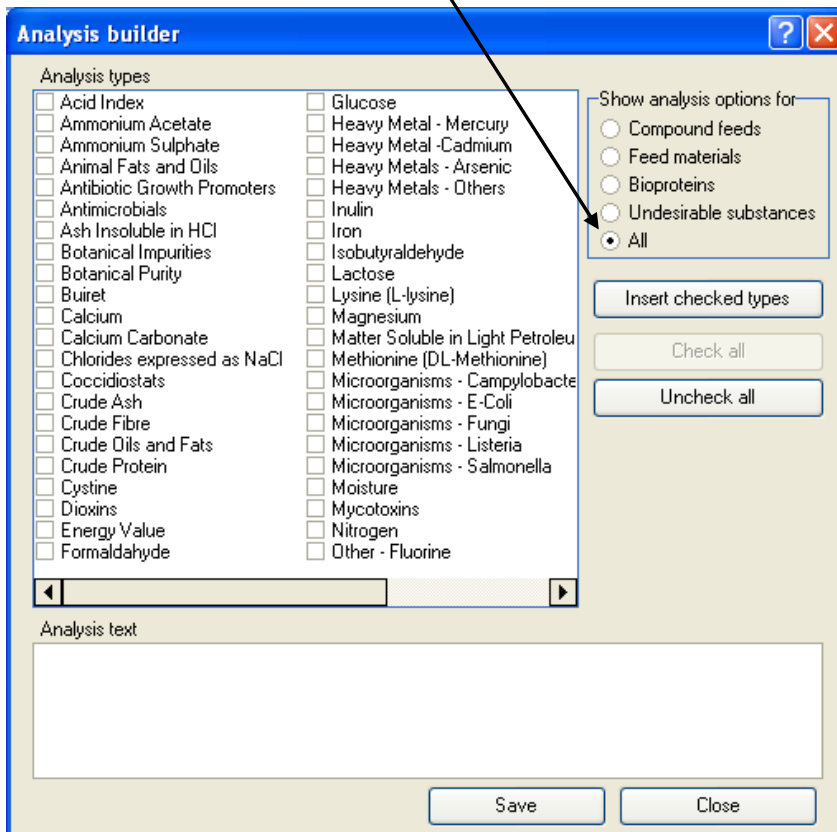
Analysis

- **Sample was taken in compliance with COP and relevant legislation**
 - the prescribed method for taking formal samples is contained in the Feeding Stuffs (Sampling and Analysis) Regulations 1999. Guidance for taking of samples can also be found in guidance produced by LACORS and in the Food Standards Agency's document 'Practical Sampling Guidance For Food Standards And Feeding Stuffs'. N.B. In the event of any legal action being taken, the sample must be taken in accordance with the legislation and in Scotland must be corroborated (i.e. a formal sample must be witnessed).
- **Explanation** – if the sample was not taken in compliance with the COP / legislation (i.e. an informal as opposed to a formal sample), the officer can enter an explanation in the free-text box provided.

- **Laboratory** – names of the relevant labs that samples are to be sent to have be pre-installed into the drop-down menu (i.e. Glasgow Scientific Services).
- **Analysis - Routine (or as defined by the laboratory) analysis required?** – select 'yes' if you require the routine suite of analysis to be undertaken by the laboratory. If 'no' is selected, the officer has the opportunity to select the exact type of analysis required by clicking on the Analysis Builder drop down menu (e.g. if the officer only wishes the analysis of heavy metals or certain additives).
- **Analysis Builder** if tests other than routine are required to be undertaken on the sample (i.e. 'no' has been answered to the question above), and there is nothing contained in the Analysis Builder that mirrors the material to be analysed, this provision allows the officer to enter text outlining the exact nature of the analysis required.

The  can be activated by clicking the Analysis Builder button.

The following window opens allowing you to select the analysis options displayed: from **All** to more a defined list. All will be selected by default but can be changed by checking the radio buttons next to an option.



Analysis builder

Analysis types

☐ Acid Index	☐ Glucose
☐ Ammonium Acetate	☐ Heavy Metal - Mercury
☐ Ammonium Sulphate	☐ Heavy Metal - Cadmium
☐ Animal Fats and Oils	☐ Heavy Metals - Arsenic
☐ Antibiotic Growth Promoters	☐ Heavy Metals - Others
☐ Antimicrobials	☐ Inulin
☐ Ash Insoluble in HCl	☐ Iron
☐ Botanical Impurities	☐ Isobutyraldehyde
☐ Botanical Purity	☐ Lactose
☐ Buiret	☐ Lysine (L-lysine)
☐ Calcium	☐ Magnesium
☐ Calcium Carbonate	☐ Matter Soluble in Light Petroleum
☐ Chlorides expressed as NaCl	☐ Methionine (DL-Methionine)
☐ Coccidiostats	☐ Microorganisms - Campylobacter
☐ Crude Ash	☐ Microorganisms - E-Coli
☐ Crude Fibre	☐ Microorganisms - Fungi
☐ Crude Oils and Fats	☐ Microorganisms - Listeria
☐ Crude Protein	☐ Microorganisms - Salmonella
☐ Cystine	☐ Moisture
☐ Dioxins	☐ Mycotoxins
☐ Energy Value	☐ Nitrogen
☐ Formaldehyde	☐ Other - Fluorine

Show analysis options for

☐ Compound feeds
☐ Feed materials
☐ Bioproteins
☐ Undesirable substances
☒ All

Insert checked types

Check all

Uncheck all

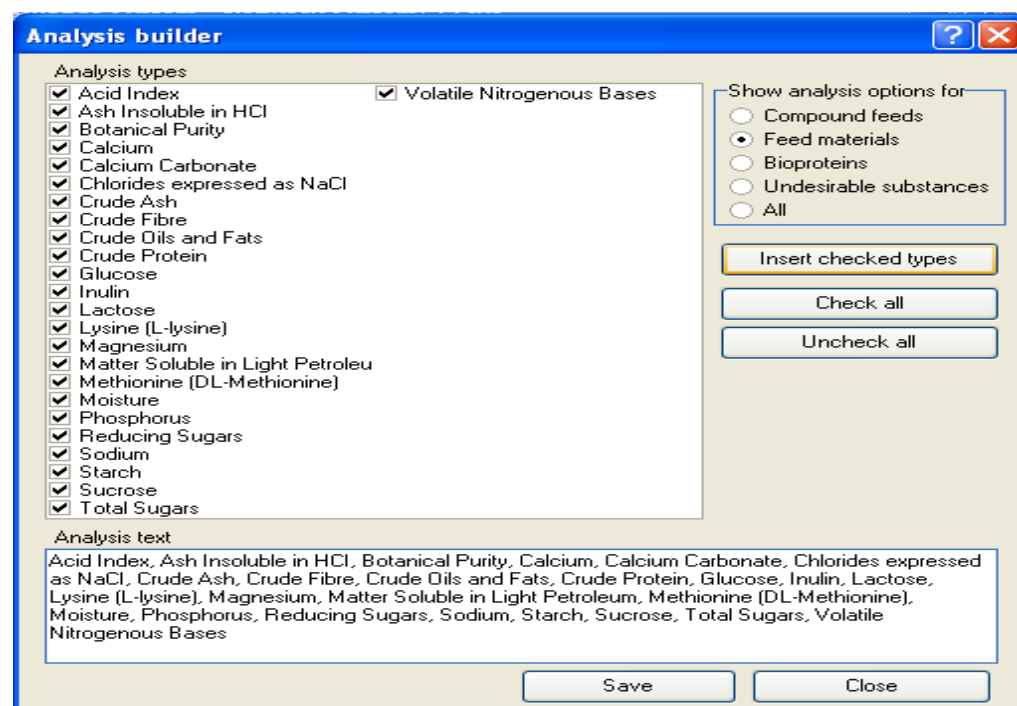
Analysis text

Save Close

Select the analysis types by checking the tick boxes to their left.

☒ Calcium Carbonate

When a more defined list is selected e.g. **Feed Materials** the  button on the right is no longer greyed out and can be clicked on to select every analysis type listed.



Analysis builder

Analysis types

- ☒ Acid Index
- ☒ Ash Insoluble in HCl
- ☒ Botanical Purity
- ☒ Calcium
- ☒ Calcium Carbonate
- ☒ Chlorides expressed as NaCl
- ☒ Crude Ash
- ☒ Crude Fibre
- ☒ Crude Oils and Fats
- ☒ Crude Protein
- ☒ Glucose
- ☒ Inulin
- ☒ Lactose
- ☒ Lysine (L-lysine)
- ☒ Magnesium
- ☒ Matter Soluble in Light Petroleum
- ☒ Methionine (DL-Methionine)
- ☒ Moisture
- ☒ Phosphorus
- ☒ Reducing Sugars
- ☒ Sodium
- ☒ Starch
- ☒ Sucrose
- ☒ Total Sugars
- ☒ Volatile Nitrogenous Bases

Show analysis options for

- ☐ Compound feeds
- ☒ Feed materials
- ☐ Bioproteins
- ☐ Undesirable substances
- ☐ All

Insert checked types

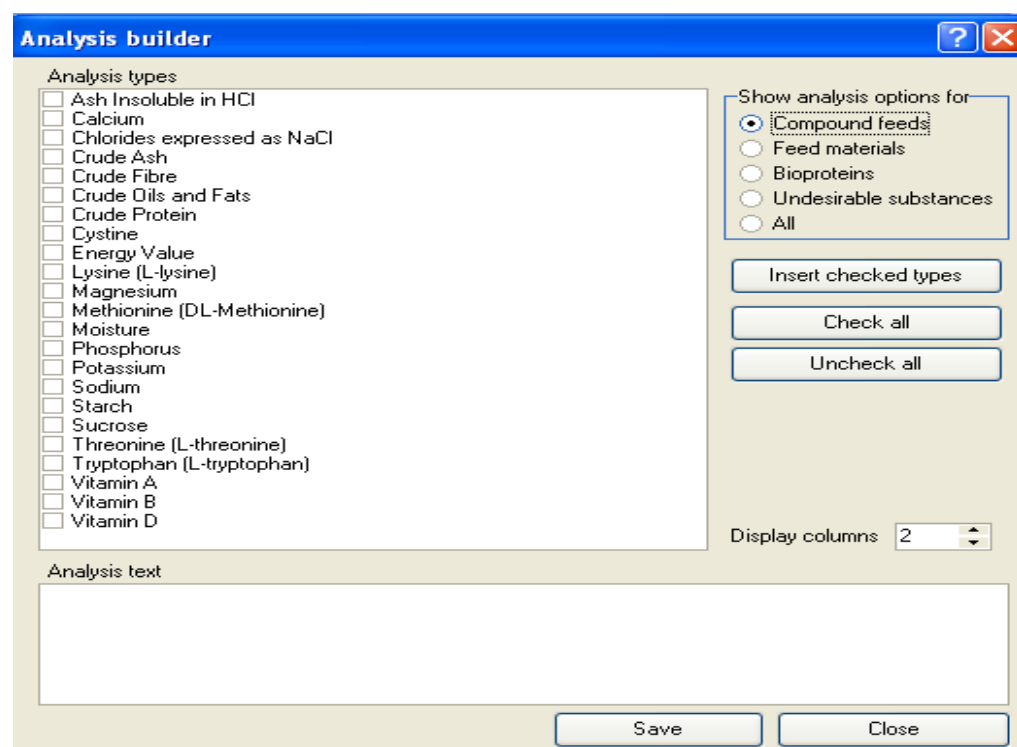
Check all

Uncheck all

Analysis text

Acid Index, Ash Insoluble in HCl, Botanical Purity, Calcium, Calcium Carbonate, Chlorides expressed as NaCl, Crude Ash, Crude Fibre, Crude Oils and Fats, Crude Protein, Glucose, Inulin, Lactose, Lysine (L-lysine), Magnesium, Matter Soluble in Light Petroleum, Methionine (DL-Methionine), Moisture, Phosphorus, Reducing Sugars, Sodium, Starch, Sucrose, Total Sugars, Volatile Nitrogenous Bases

Save Close



Analysis builder

Analysis types

- ☐ Ash Insoluble in HCl
- ☐ Calcium
- ☐ Chlorides expressed as NaCl
- ☐ Crude Ash
- ☐ Crude Fibre
- ☐ Crude Oils and Fats
- ☐ Crude Protein
- ☐ Cystine
- ☐ Energy Value
- ☐ Lysine (L-lysine)
- ☐ Magnesium
- ☐ Methionine (DL-Methionine)
- ☐ Moisture
- ☐ Phosphorus
- ☐ Potassium
- ☐ Sodium
- ☐ Starch
- ☐ Sucrose
- ☐ Threonine (L-threonine)
- ☐ Tryptophan (L-tryptophan)
- ☐ Vitamin A
- ☐ Vitamin B
- ☐ Vitamin D

Show analysis options for

- ☒ Compound feeds
- ☐ Feed materials
- ☐ Bioproteins
- ☐ Undesirable substances
- ☐ All

Insert checked types

Check all

Uncheck all

Display columns 2

Analysis text

Save Close

Once the analysis types have been selected click on the button. This will insert them into the analysis text box as a list.

Insert checked types

Click on **Save** at the bottom to close this window and return to the **Analysis** window.

The analysis types appear as a list in the **Analysis required** text box.

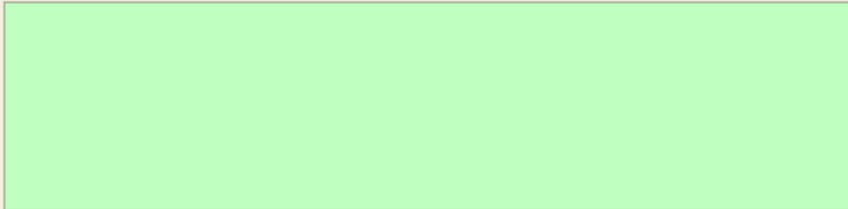
Analysis required

Acid Index, Ash Insoluble in HCl, Botanical Purity, Calcium, Calcium Carbonate, Chlorides expressed as NaCl, Crude Ash, Crude Fibre, Crude Oils and Fats, Crude Protein, Glucose, Inulin, Lactose, Lysine (L-lysine), Magnesium, Matter Soluble in Light Petroleum, Methionine

Additional Information
further information if required.
Including contract code

free text provision allows the officer to input
and the contract code if known.

Additional Information - including contract code



Saving a Sample (Animal Feed)

Options on completion of sample information:

Save With Validation (F7)

Click this button or press **F7** key to validate the sample data you have entered. If required fields are incomplete or data errors exist the invalid field will be selected for changes to be made

Save Without Validation (F8)

Click this button or press **F8** key to save the sample data you have entered. This does not validate the data and you will not be able to export samples data to the lab. You can later edit the record(s) in the **Samples** browser screen and then **Save With Validation (F7)**

Abandon And Close

Caution! Clicking this button will lose any data you have just entered. **Only use if the data entered is not needed**

Durability Date

Best before	dd/MM/yyyy (in that order)
Best before end	MM/yyyy (in that order)
Use by	dd/MM/yyyy (in that order)
Not provided	The date field becomes invalid.

Code of Practice

The Code of Practice provides guidance on the procedures to be followed by authorised officers taking food samples

Does the sample procedure comply with COP requirements?

The Code of Practice addresses issues relating to food samples taken for the purpose of Analysis and Examination.

This relates to the procedures which authorised officers should follow when procuring and handling food samples taken under the Food Safety Act 1990 and the Food safety (Sampling and Qualifications) Regulations 1990 that may ultimately be the subject of legal proceedings.

Refer to the Code of Practice for specific details.

Saving a sample

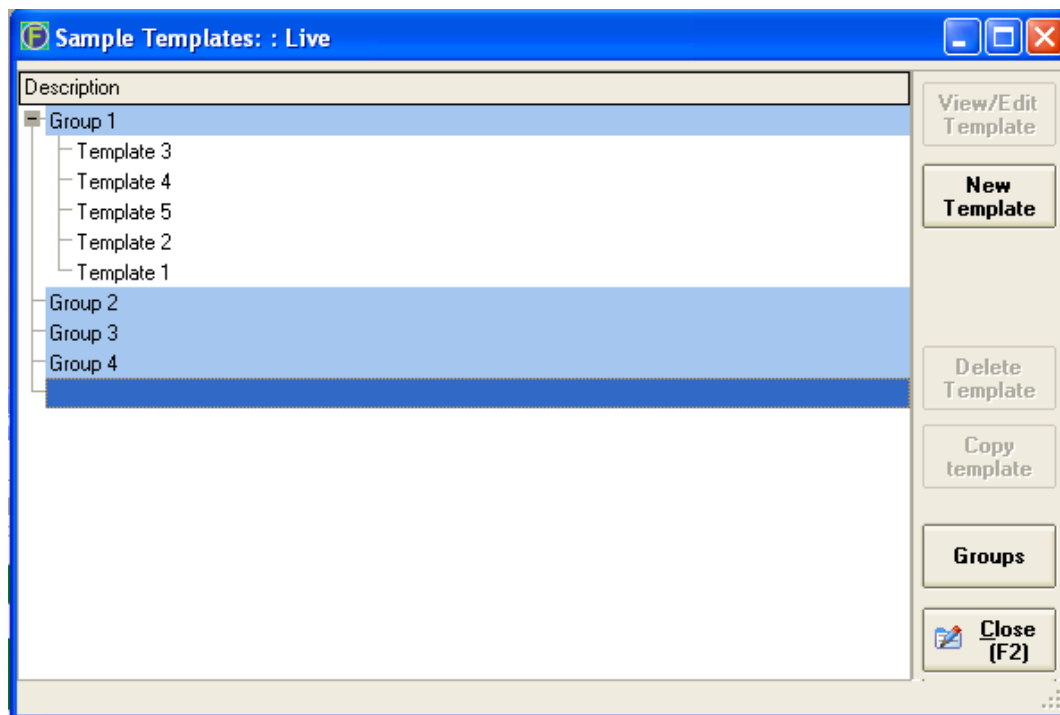
Options on completion of sample information:

Save With Validation (F7)	Click this button or press F7 key to validate the sample data you have entered. If required fields are incomplete or data errors exist the invalid field will be selected for changes to be made
Save Without Validation (F8)	Click this button or press F8 key to save the sample data you have entered. This does not validate the data and you will not be able to export samples data to the lab. You can later edit the record(s) in the Samples browser screen and then Save With Validation (F7)
Abandon And Close	Caution! Clicking this button will lose any data you have just entered. Only use if the data entered is not needed

Sample Templates

Accessed by selecting **Sample Templates** from the **File** menu.

A template provides an opportunity to reduce the commonly entered fields and to speed up data-entry for frequently visited premises and/or frequently taken sample types.



Templates are managed from within this screen using the buttons on the right hand side. The facility to **Add/Edit/Delete** and **organise** Templates is only available to an **Administrator**.

View

To view a template, select the template in the main screen and then click on the **View/Edit** button.

Edit

To edit a template, select the template in the main screen and then click on the **View/Edit** button. This will allow you to view your template. To then edit the template press the **Edit** button on the right-hand side or press **F6** on your keyboard.

New Template

To create a new template, click on the **New Template** button on the right hand side.

A screen similar to the New Sample screen will appear:

The screenshot shows a software window titled "New Sample template.: Live". Inside, there's a tabbed interface with tabs for "Admin", "Reason", "Labeling", "Additional", and "Analysis". The "Analysis" tab is active, and the word "Micro" is displayed in red. The form is titled "Animal feed sample template" and has a "General" section. Fields include: "Template group" (dropdown), "Template description" (text), "Analysis Type" (radio buttons for "Micro" and "Chemical", with "Micro" selected), "Office" (dropdown, showing "Headquarters"), "Sample Officer" (dropdown), "Business ID" (text with a search icon and a checkbox "Update premises when creating sample"), "Premises Name" (text), "Address 1" through "Address 4" (text), "Post Code" (text) and "Registration number" (text), "Feed risk category" (dropdown), and "PremisesType" (dropdown). On the right side, there are buttons: "Edit sample template (F6)", "Save changes (F7)", "Abandon changes", and "Close (F2)". At the bottom right, there is a blue button with a double arrow and "(F10)".

To create a template, fields are filled in as per a normal sample.

Certain fields cannot be filled in ahead of time and are marked **N/A**.

Fields that will vary with each sample should be left blank and then completed at the time of taking the sample.

For ease of searching provide each template with a suitable description in the field **Template Description** before saving.

To save the template click on the **Save** button on the right or press **F7** on your keyboard.

Delete Template

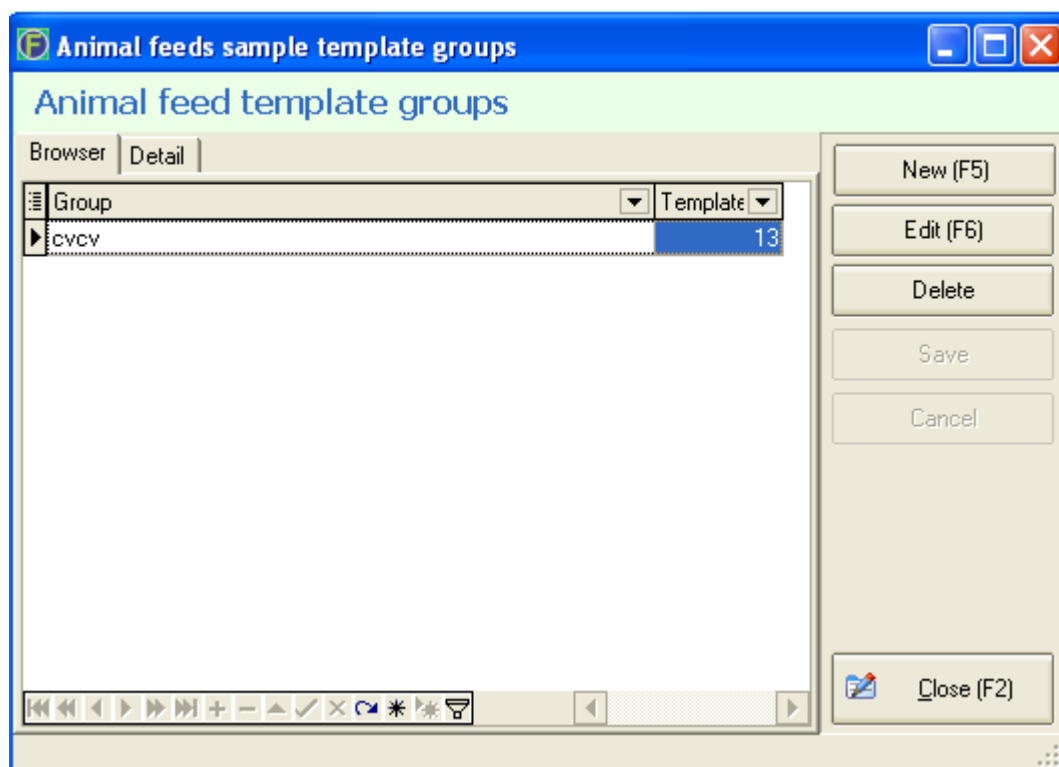
To delete a template select the template in the main screen and then click on the **Delete Template** button on the right hand side. This will permanently remove the template from the system.

Copy Template

To copy a template, select the template in the main screen and then click on the **Copy Template** button on the right hand side. This will create a duplicate template with the name prefixed with **COPY OF**.

Groups

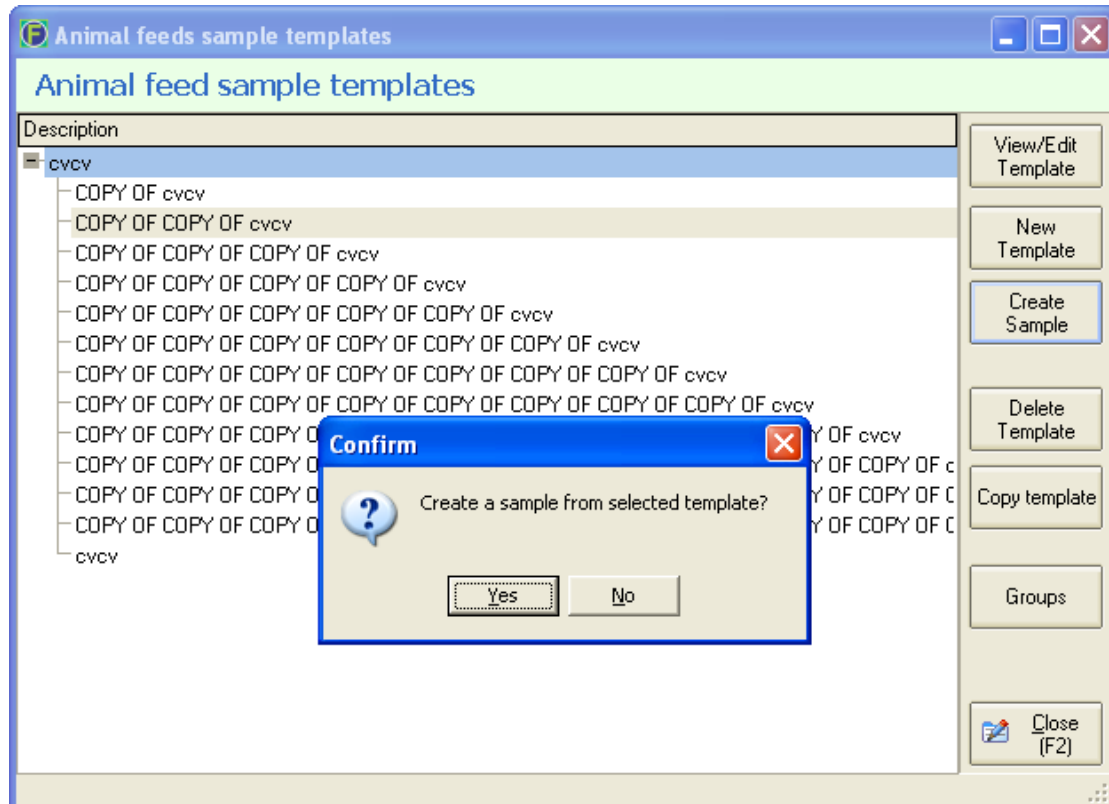
Templates can be organised into logical groups if required. The Groups button accesses the administration screen.



New Sample from template

The facility to create a new sample from a template is accessed by selecting **Sample Templates** from the **File** menu.

To create a new sample from an existing template, select your template in the main screen and click on the **Create Sample** button on the right hand side.



This will prompt to create a New Sample.

The sample will now be entered in the same way as creating a **New Sample**, except fields are pre-populated from the template.

Browse Samples

Accessed by clicking on the **Browse Samples** button from the **Main Screen**.

Food Surveillance System - Network System: : Live - [Samples Browser]

File Reference Security Help

New sample Browse Samples Sample Templates Import Samples Exported Batches

Animal feed

Entered, to be validated Validated, awaiting export Exported to Lab Sample complete, with results All statuses

Sampling officer: [dropdown] All Start date: 08/04/2005 End date: 17/04/2007 Go...

Premises name: [dropdown] All

Status	Code	Local Authority Sample Number	Office code	Officer	Date sample taken	Time sample taken	Sample taken	Premises type	Business ID	
Officer : Carol Jones										
Sample complete	999HQ	010000302	1234	999HQ	Carol Jones	26/04/2006	15:37:19	26/04/2006 15:37:35	M	001*558STM/1
Validated, awaiting	999HQ	010000317	test	999HQ	Carol Jones	29/08/2006	00:04:29	29/08/2006 00:04:29	K	A01*31LOCH/1
Validated, awaiting	999HQ	010000316	tuesday test	999HQ	Carol Jones	28/08/2006	23:59:58	29/08/2006 00:04:16	K	A01*31LOCH/1
Officer : John Anderson										
Entered, to be val	999HQ	010000303	1234	999HQ	John Anderson	26/04/2006	15:38:11	26/04/2006 15:38:11		001*558STM/1
Entered, to be val	999HQ	010000304	1234	999HQ	John Anderson	26/04/2006	15:46:46	26/04/2006 15:46:46		001*558STM/1
Entered, to be val	999HQ	010000305	1234	999HQ	John Anderson	26/04/2006	15:49:03	26/04/2006 15:49:03		001*558STM/1
Entered, to be val	999HQ	010000314	1234	999HQ	John Anderson	27/04/2006	09:39:55	27/04/2006 09:39:55		001*558STM/1
Sample complete	999HQ	010000312	1234	999HQ	John Anderson	27/04/2006	08:31:17	27/04/2006 08:31:17		001*558STM/1
Officer : Tom Thumb										
Validated, awaiting	999HQ	010000318	zax	999HQ	Tom Thumb	29/08/2006	00:05:35	29/08/2006 00:05:35	K	A01*31LOCH/1

All samples entered into the system can be viewed in the **Browse Samples** screen.

Apply Filter

If you wish to view only a certain status of a sample e.g. **Entered, to be validated**, you can change the Sample Status at the top of the screen using the tab system.

Sort Data

You can sort the data by clicking on a column header.

Sample Officer 

The example shows data ordered alphabetically by Sample Officer.
(You can see the small up arrow)

Clicking again reverses the sort order.

Sample Officer 

(You can see the small down arrow)

The default sort order is to have the newest sample at the top.

Locate Sample

Food Surveillance System - Network System: 3.6.1w [Samples Browser]

File Reference Security Help

New sample Browse Samples Sample Templates Import Samples Exported Batches

Animal Food Samples

Entered, to be validated Validated, sampling report Exported to table Exported to table Sample complete, with results Sample complete, with results

Sampling officer: Christine Dick - 01796 432187 Start date: 12/03/2005 End date: 29/03/2007

Officer: Christine Dick - 01796 432187

Status	Code	Local Authority Sample Number	Office code	Officer	Date sample taken	Time sample taken	Sample taken	Premises type
Entered, to be validated	999HQ 060200000290		999HQ		06/02/2007	10:27:31	06/02/2007 10:27:32	
Entered, to be validated	999HQ 060200000336		999HQ		29/03/2007	11:49:22	29/03/2007 11:49:27	
Entered, to be validated	999HQ 060200000337		999HQ		29/03/2007	11:49:31	29/03/2007 11:49:41	
Entered, to be validated	999HQ 060200000338		999HQ		29/03/2007	11:55:26	29/03/2007 11:55:29	
Entered, to be validated	999HQ 060200000339		999HQ		29/03/2007	11:55:32	29/03/2007 11:55:34	
Sample complete, with results	1790HQ 02000014	0581			27/10/2005	14:43:00		
Sample complete, with results	1790HQ 020000124	FD 011000 0506		Christine Dick	01/05/2005	12:06:00		J
Sample complete, with results	1790HQ 020000127	FD 012000 0506		Christine Dick	01/05/2005	12:58:00		J
Sample complete, with results	1790HQ 020000128	FD 013000 0506		Christine Dick	01/05/2005	14:00:00		J
Sample complete, with results	1790HQ 020000129	FD 014000 0506		Christine Dick	01/05/2005	14:02:00		J
Sample complete, with results	1790HQ 020000130	FD 015000 0506		Christine Dick	01/05/2005	14:03:00		J
Sample complete, with results	1790HQ 020000131	FD 016000 0506		Christine Dick	01/05/2005	14:04:00		J
Sample complete, with results	1790HQ 020000132	FD 017000 0506		Christine Dick	01/05/2005	14:05:00		J
Sample complete, with results	1790HQ 020000133	FD 018000 0506		Christine Dick	01/05/2005	14:06:00		J
Sample complete, with results	1790HQ 020000134	FD 019000 0506		Christine Dick	01/05/2005	14:10:00		J
Sample complete, with results	1790HQ 020000135	FD 010000 0506		Christine Dick	01/05/2005	14:11:00		J
Sample complete, with results	1790HQ 020000136	FD 011000 0506		Christine Dick	01/05/2005	14:12:00		J
Sample complete, with results	1790HQ 020000156	FD 012000 0506		Christine Dick	27/05/2005	12:43:00		C
Sample complete, with results	1790HQ 020000157	FD 013000 0506		Christine Dick	27/05/2005	13:11:00		C
Sample complete, with results	1790HQ 020000158	FD 014000 0506		Christine Dick	27/05/2005	13:12:00		C
Sample complete, with results	1790HQ 020000159	FD 015000 0506		Christine Dick	27/05/2005	13:13:00		C
Sample complete, with results	1790HQ 020000177	FD 016000 0506		Christine Dick	11/11/2005	11:46:00		S
Sample complete, with results	1790HQ 020000178	FD 017000 0506		Christine Dick	11/11/2005	11:51:00		S
Sample complete, with results	1790HQ 020000186	FD 018000 0506		Christine Dick	23/11/2005	11:13:00		H
Sample complete, with results	1790HQ 020000206	FD 019000 0506		Christine Dick	10/12/2005	09:47:00		S
Sample complete, with results	1790HQ 020000208	FD 020000 0506		Christine Dick	10/12/2005	10:03:00		S
Sample complete, with results	1790HQ 020000209	FD 021000 0506		Christine Dick	10/12/2005	10:16:00		S
Sample complete, with results	1790HQ 020000210	FD 022000 0506		Christine Dick	14/12/2005	10:34:00		S
Sample complete, with results	1790HQ 020000211	FD 023000 0506		Christine Dick	14/12/2005	10:58:00		S
Sample complete, with results	1790HQ 020000212	FD 024000 0506		Christine Dick	10/12/2005	11:09:00		S
Sample complete, with results	1790HQ 020000213	FD 025000 0506		Christine Dick	10/12/2005	11:13:00		S
Sample complete, with results	1790HQ 020000214	FD 026000 0506		Christine Dick	14/12/2005	11:24:00		S
Sample complete, with results	1790HQ 020000215	FD 027000 0506		Christine Dick	14/12/2005	11:32:00		S
Sample complete, with results	1790HQ 020000216	FD 028000 0506		Christine Dick	01/12/2005	11:27:00		S

Close (F2)

Above are all the samples taken by officer Christine Dick since 12/03/2005 - Present by selecting the officers name from the drop down list and entering search time criteria.

Duplicate Sample

Select the desired sample to duplicate in the **Sample Browser** screen. Then click on the **Duplicate** button on the right hand side. This will create a duplicate and open the sample in view mode.

Sample Details.: Live

Animal feeds sample

Admin Reason Labelling Additional Analysis

General

Analysis Type ☐ Micro ☐ Chemical National Ref: 999HQ06020000346

Sample Number

Office

Sample Officer

Sample Date Time (24 hr)

Business ID

Premises Name

Address 1

Address 2

Address 3

Address 4

Post Code Registration number

Feed risk category

PremisesType

Edit Sample (F6)

Save With Validation(F7)

Save Without Validating (F8)

Abandon And Close

Help (F1)

Close (F2)

>> (F10)

Click the **Edit Sample** button on the right hand side.

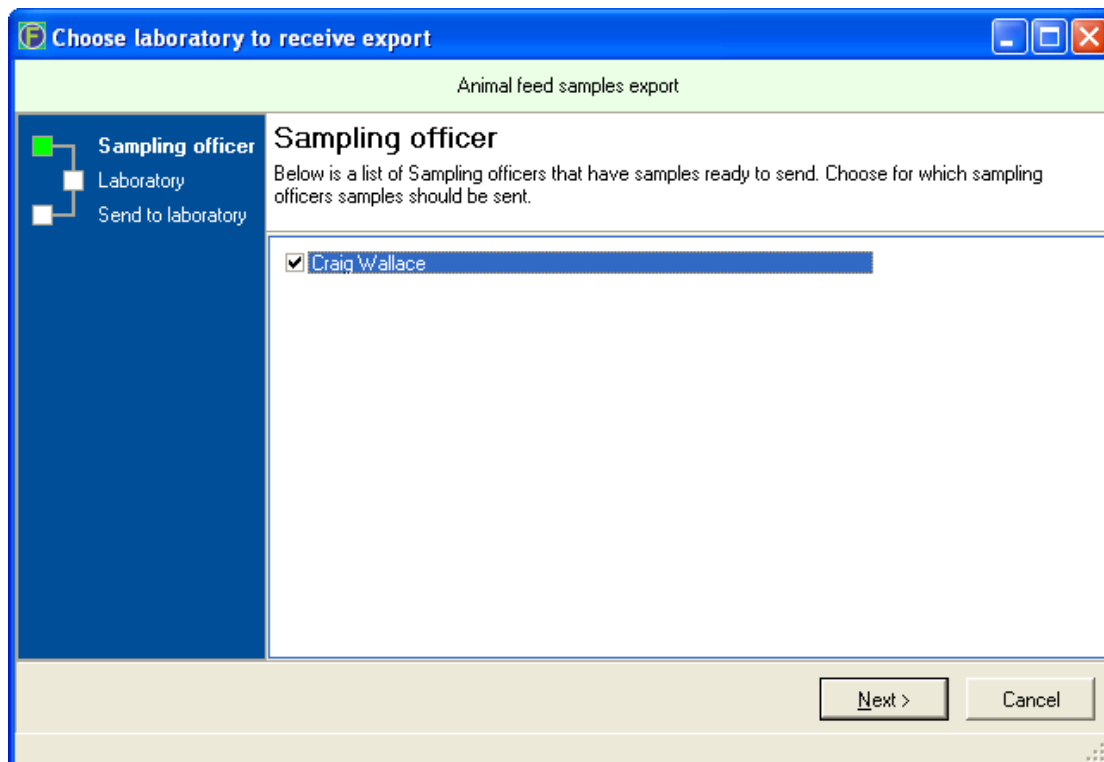
You can then click on the **Save with Validation** button or the **Save without Validation** button.

Note that some fields are greyed out in the duplication process and cannot be used in order to prevent errors.

By default the newest sample will appear at the top of the grid in the **Browse Complete Samples** screen.

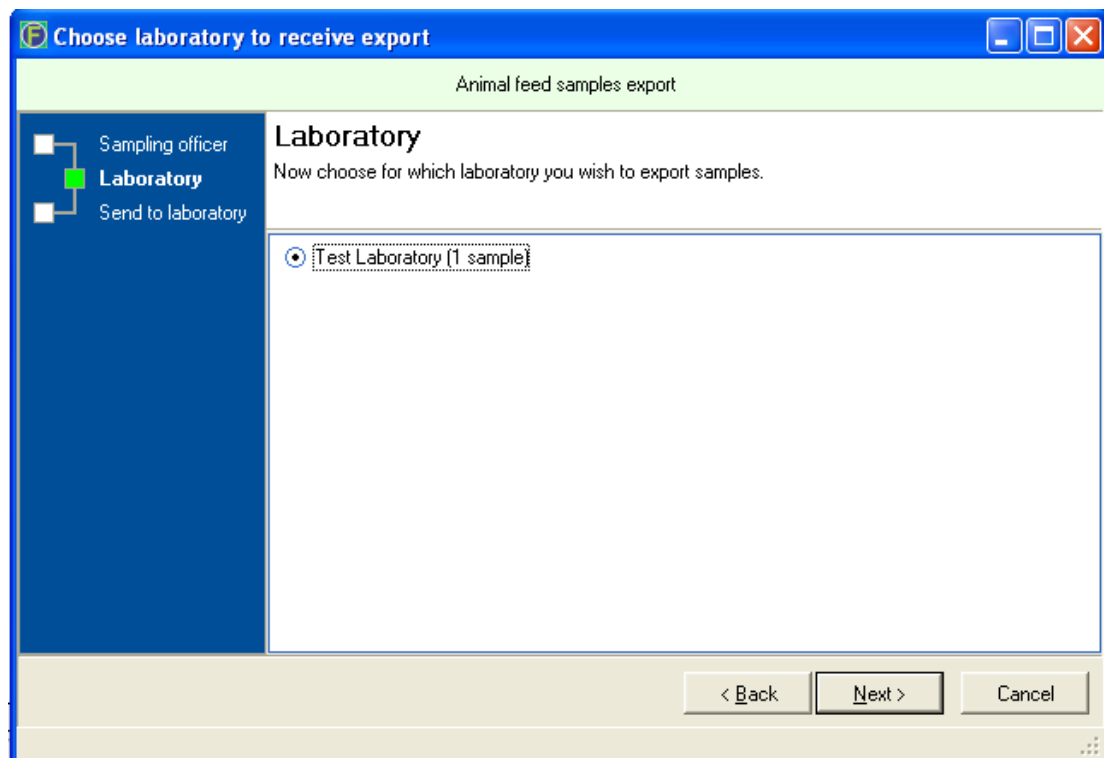
Export

Accessed by clicking on the **Browse Active Samples** button from the Main Screen and then clicking on the **Export** button on the right hand side.

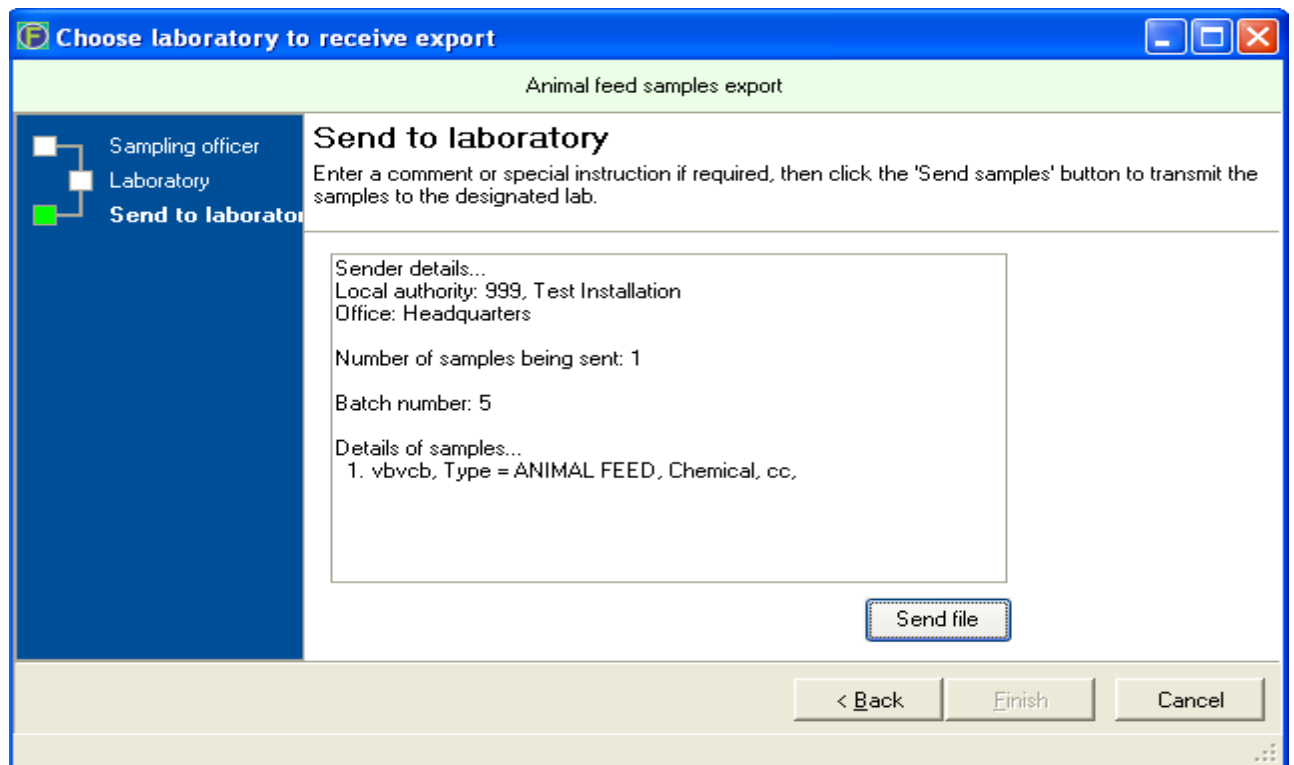


Completed samples displayed as **Validated, awaiting export** require to be exported to disk.

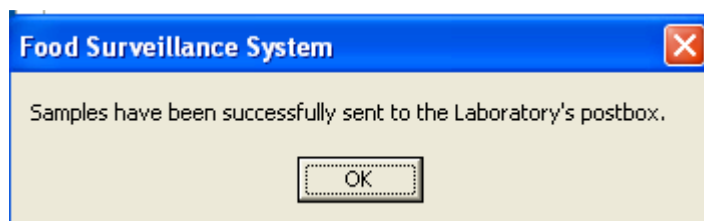
By selecting the Sampling Officer from the **Sampling Officers** shown you can then move on and select the Lab the sample is being sent to, as shown:-



And click send file -



You will then get the following message saying the message has been successfully sent and you can be confident that the sample has been sent, if there is any problems please contact HPS.



To export the sample to file click on the **Export to file** button on the right hand side.

You will then be asked where to export the files.

Once the files are exported they will change status and turn green in the **Sample Browser** screen.

Food Surveillance System - Network System: : Live - [Samples Browser]										
File Reference Security Help										
New sample Browse Samples Sample Templates Import Samples Exported Batches										
Animal feed										
Entered, to be validated Validated, awaiting export Exported to Lab Sample complete, with results All statuses										
	Status	Code	Local Authority Sample Number	Office code	Officer	Date sample taken	Time sample taken	Sample taken	Premises type	Business ID
Officer : Carol Jones										
	Exported to Lab	999HQ-010000303	1234	999HQ	Carol Jones	26/04/2006	15:38:11	26/04/2006 15:38:11	L	001*5585TM/1

The files exported are encrypted for the purpose of data protection.

If you wish to view an encrypted file then you must use the Encrypted File Viewer



EncView.exe

Print

Animal Feed Surveillance System

National ref:

Samples for examination

Administrative details:

Business ID:

Sample No.: 1327	Food Authority: Durham County Council
Premises Name:	Sampling Officer:
Address:	Analysis Type: Chemical
	Date sample taken: 28/02/2007
	Time: 10:30:00
	Premises type: O

Reason for sample taken:

Enforcement/Investigative: YES	Surveillance/Monitoring: NO
Sample Type: Formal	
Follow up sample: NO	Was the sample taken as part of a survey? NO
If 'YES', Index Sample Number:	If yes, as part of the following survey:
	Relevant Survey Number:

Description of sample taken:

Feed name:	MASTERGROW 512 PLTS		
Description / true name of Feed:	COMPLETE FEEDINGSTUFF FOR PIGS		
Animal species:	01.03		
Feed category:	Compound feeds		
Sub-category 1:	Complete		
Additional product information:			
Statutory Statement Information:			
Business type:	N		
Manufacturers registration no:	GB2020306		
Business Name/Address (label):			
Packaging provided:	Prepacked		
Quantity/Pack size: 25,			
Batch or lot number:	6493	Date of manufacture:	0
Durability date: Best before :	27/03/2007		
Conditions at securing sample:	Ambient		
If Other:			

Was the sample taken in compliance with Code of Practice requirements? NO
If 'NO', reason:
Laboratory sample was sent to: Public Analyst Lab, Durham
Was the the sample transported to Laboratory in compliance with Code of Practice? NO

Description of analysis requested

--

Additional information: (Including details of type of analysis)

--

Click on [Print form](#) to produce print out above

From the **Browse Active Samples** screen forms can be printed as blank, part completed or fully completed forms by selecting the **Print** buttons on the right hand side of the **Browse Active Samples** screen.

Animal Feed Surveillance System
Samples with results

National ref: 091HQ05660001111

Administrative details:

Business ID:

Sample No.: 1461	Food Authority: Durham County Council
Premises Name: CARRS BILLINGTON AGRICULTURE LTD	Sampling Officer: Alan Hodgson
Address: MONTALBO ROAD, BARNARD CASTLE, COUNTY DURHAM, , DL12 8LD	Analysis Type: Chemical
	Date sample taken: 07/01/2008
	Time: 13:45:00
	Premises type: O

Reason for sample taken:

Enforcement/Investigative: YES Surveillance/Monitoring: YES

Sample Type: Formal

Follow up sample: NO
If 'YES', Index Sample Number:

Was the sample taken as part of a survey? YES
If yes, as part of the following survey: FSA
Relevant Survey Number:

Description of sample taken:

Feed name: GROWERS INTENSIVE PELLETS
Description / true name of Feed: A COMPLETE FEEDINGSTUFF FOR POULTRY

Animal species: 04.04
Feed category: Compound feeds
Sub-category 1: Complete

Additional product information:

Statutory Statement Information:

Business type: N
Manufacturers registration no: GB 2020306
Business Name/Address (label):

Packaging provided: Prepacked
Quantity/Pack size: 25, kg
Batch or lot number: P04023
Date of manufacture: 0

Durability date: Best before :27/02/2008

Conditions at securing sample: Ambient

If Other:

Public analyst comments:

Analysis for oil was not carried out. Enzyme-linked immunosorbent assay (ELISA) methods were used for the analysis of total aflatoxin, deoxynivalenol, zearalenone and ochratoxin A in the sample. In my opinion, the level of aflatoxin B1 present in the sample did not exceed the maximum permitted amount specified in The Feeding Stuffs (England) Regulations 2005. I am further of the opinion that the levels of deoxynivalenol, zearalenone and ochratoxin A in the sample did not exceed the guidance values specified in Commission Recommendation 2006/576/EC.

Laboratory results

Test substance	Units tested	Test result
Aflatoxin	ug/kg	< 10

Outcome of analysis

Analysis group	Code	Outcome
Undesirable	G00	Analysed only

Print report

Click on [Print report](#) to produce the print out above, this is complete with PA's comments and Outcome analysis.

Print Label - Example

Local authority

Office

Officer Karyn Cunningham

Food description A COMPLETE FEED FOR LAYERS (LA)

Sample number 1397

**Nat. sample
number**



091HQ05660000842

From the **Browse Active Samples** screen forms can be printed as part completed or fully completed forms by selecting the **Print Form or Print Report** button on the right hand side of the **Browse Active Samples** screen.

The above label can be printed by selecting the **Print Label** button.

The label works on most smart label printers and has been tested on Smart Label Printer 420 (54mm Model)

Exported Samples

Accessed by clicking on the **Exported Samples** button from the Main Screen.

Status	Code	Local Authority Sample Number	Office code	Officer	Date sample taken	Time sample taken	Sample taken	Premises type	Business ID
Exported to Lab	999HQXX010000303	1234	999HQ	Carol Jones	26/04/2006	15:38:11	26/04/2006 15:38:11	L	001*558STM/1

This screen shows all samples that have been exported to the lab .
You can use the plus/minus box
on the left hand side to show the sample details within an export batch.

Re Export

To re-export a previously exported batch or file then click on the  button.

The following menu will appear:

Batch Id	Date exported	Time exported	Laboratory	Delivery method	Sample count
22	17/04/2007	11:32:37	Test Laboratory	Remote transfer	1

Status	Code	Officer	Local Authority Sample Number	Office code	Date sample
	999HQXX010000303	Carol Jones	1234	999HQ	26/04/2006

Import Samples

Accessed by clicking on the **Import Samples** button from the **Main Screen**.

Update from CFAD

Import completed samples from national database

Status: Offline

Last updated 22/04/2008 10:06:0

testuser@testla.gov.uk

xxxxxxxx

Records Inserted:	0
Records Updated:	0
Records Deleted:	0
Records Processed:	0

Log in

Update

Close (F2)

Samples along with their laboratory results can be retrieved from the Central Food Administration Database (CFAD).

It is essential the system CFAD server details have been applied prior to undertaking this operation.

To download the sampling data click the **Log in** button on the right hand side.

Logged In

Import completed samples from national database

Logged In

Last updated 22/04/2008 10:06:0

testuser@testla.gov.uk

XXXXXXXX

Records Inserted: 0

Records Updated: 0

Records Deleted: 0

Records Processed: 0

Log in

Update

Close (F2)

This will change the status bar from yellow to green and state **Logged In** when the operation has been successful.

You should then click on the **Update** button on the right hand side to initiate the transfer of data to your computer.

The progress bars will incrementally turn red as the process nears completion and change the display from 0% to 100%.

Import Complete

Import completed samples from national database

Import complete

Last updated: 01/05/2008 11:05:0

testuser@testla.gov.uk

XXXXXXXX

Records Inserted:	661
Records Updated:	104
Records Deleted:	0
Records Processed:	765

Log in

Update

Close (F2)

When completed the status bar will state **Import Complete**.

The data is now stored in your computer and can be viewed by closing this screen and clicking **Browse Complete Samples** from the Main Screen.

Browse Complete Samples

Accessed by clicking on the **Browse Complete Samples** button from the **Main Screen**.

Food Surveillance System - Network System: : Live - [Samples Browser]

File Reference Security Help

New sample Browse Samples Sample Templates Import Samples Exported Batches

Animal feed

Entered, to be validated Validated, awaiting export Exported to Lab Sample complete, with results All statuses

Sampling officer: [dropdown] All Start date: 08/04/2005 Go...
Premises name: [dropdown] All End date: 17/04/2007

Status	Code	Local Authority Sample Number	Office code	Officer	Date sample taken	Time sample taken	Sample taken	Premises type	Business ID
Sample complete	999HQ-010000302	1234	999HQ	Carol Jones	26/04/2006	15:37:19	26/04/2006 15:37:35	M	001*5585TM/1
Sample complete	999HQ-010000312	1234	999HQ	John Anderson	27/04/2006	08:31:17	27/04/2006 08:31:17		001*5585TM/1

Officer: Carol Jones

Officer: John Anderson

Substance	Units	Result
Proteins from bovine species		Present
Proteins from porcine species		Present
Proteins from poultry species		Absent

Code	Group	Details
E99	Microbiology	Other
B00	Composition	Analysed only
B00	Composition	Analysed only

This screen shows all your sampling data along with laboratory results.

Querying the database

Using the **Browse Complete Samples** you can look at your samples complete with the laboratory results and the Analysts comments.

Sorting Data

To begin sorting data click on the relevant heading. A small upwards arrow will appear on the right hand side of the heading. This indicates an ascending sort. Click again and the arrow will point downwards indicating a descending sort.

Example: Data sorted in alphabetical name order

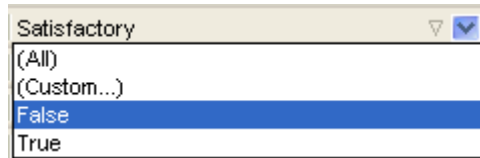
Name  

Filtering Data

If you want to look at a subset of the data you can restrict the records you see by selecting only certain data.

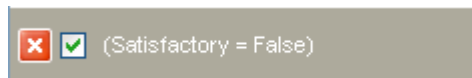
To apply click on the drop down button for a heading and select the value you want to filter on.

Example: Data filtered for unsatisfactory samples



Your current filter will be shown in the bottom left of the **Complete Sample Browser** screen.

Example: Data filtered for unsatisfactory samples



To remove your filter click on the red cancel button and the filter will disappear.

Grouping Data

You can group data by selecting a heading and dragging it into the area directly above the current headings. To ungroup data drag the heading back to its previous location.

You can also select which headings are visible by selecting each heading in the drop down menu below.

Example: Data grouped according to Premise Type.

Premises type

- (All)
- (Custom...)
- C
- G
- H
- J

Country

Packaging

☒ Satisfactory

☐ Analysis

☒ Testing Lab

☐ Lab comments

☐ Comments

☒ Animal species

☒ Date of manufacture

☒ Registration number

☒ Label reg number

☒ Label bus. type

☒ Packaging date

☒ Analysis type

Status

Code

Local Authority Sample Number

Office code

Officer

Date sample taken

Time sample taken

Sample taken

Premises type

Officer: Bill Smith

Status

Code

Local Authority Sample Number

Office code

Officer

Date sample taken

Time sample taken

Sample taken

Premises type

Officer: Bill Smith

You can now filter on Analysis type for example

Full Details

In this screen you can view all the details for a particular sample by clicking on the All statuses tab

Food Surveillance System - Network System: : Live - [Samples Browser]

File Reference Security Help

New sample Browse Samples Sample Templates Import Samples Exported Batches

Animal feed

Entered, to be validated Validated, awaiting export Exported to Lab Sample complete, with results All statuses

Sampling officer: [dropdown] [All] Start date: 08/04/2005 [dropdown] Go...

Premises name: [dropdown] [All] End date: 17/04/2007 [dropdown]

Status	Code	Local Authority Sample Number	Office code	Officer	Date sample taken	Time sample taken	Sample taken	Premises type	Business ID
[-] Officer : Carol Jones									
Sample complete, 999HQXX010000302		1234	999HQ	Carol Jones	26/04/2006	15:37:19	26/04/2006 15:37:35	M	001*558STM/1
[-] Officer : John Anderson									
Sample complete, 999HQXX010000312		1234	999HQ	John Anderson	27/04/2006	08:31:17	27/04/2006 08:31:17		001*558STM/1

You can use the plus/minus box

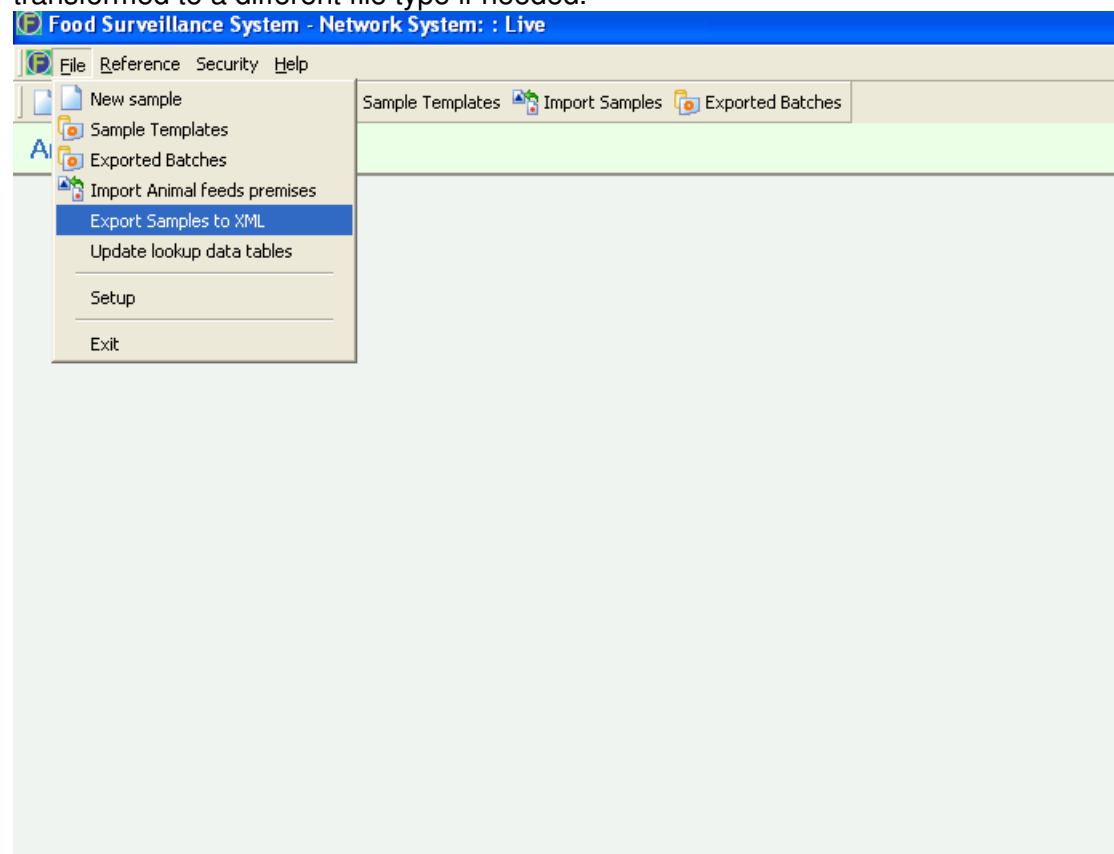
to expand or contract relevant sections.

Export to XML

The **Export Samples to XML** option is available to **Administrators** and is provided under the **File** menu.

This option will allow FSS to interface with other programs, particularly local authority management systems.

XML files can be interfaced with a wide variety of programs or the data can be transformed to a different file type if needed.



Once the laboratory results data has been download via the Internet then the Sample and Result data can be exported from FSS to an XML file.

By clicking on the **Export All Samples** button, a file dialog box will ask where to save the file.

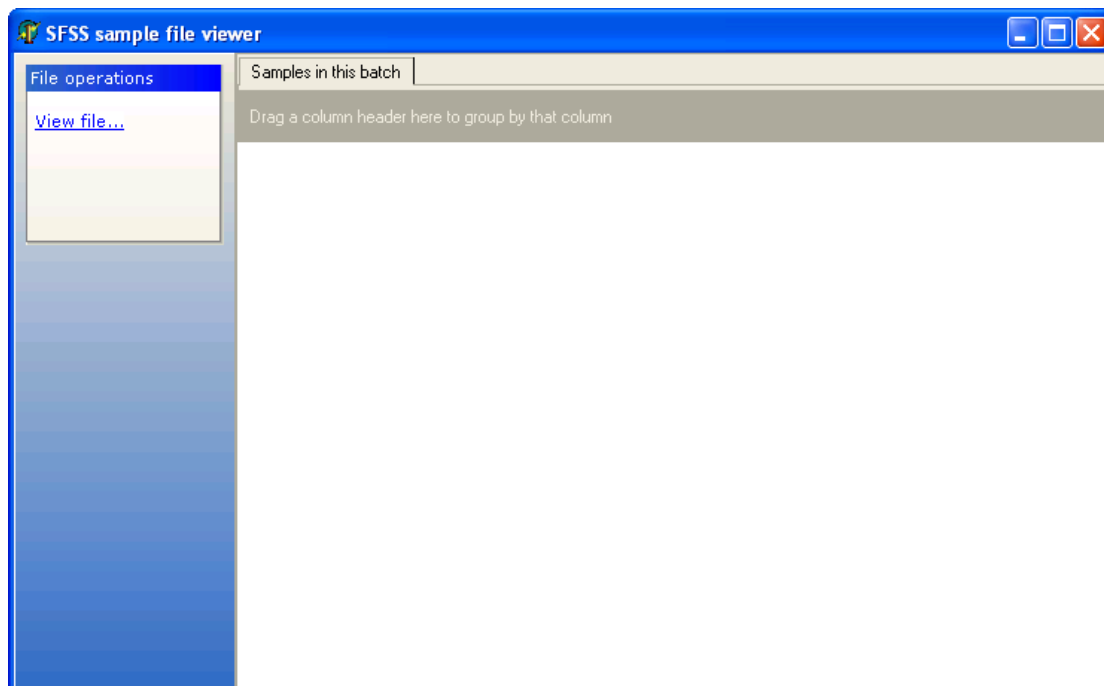
Once the file location has been decided the progress bar will process all the samples, turning red, up to 100%.



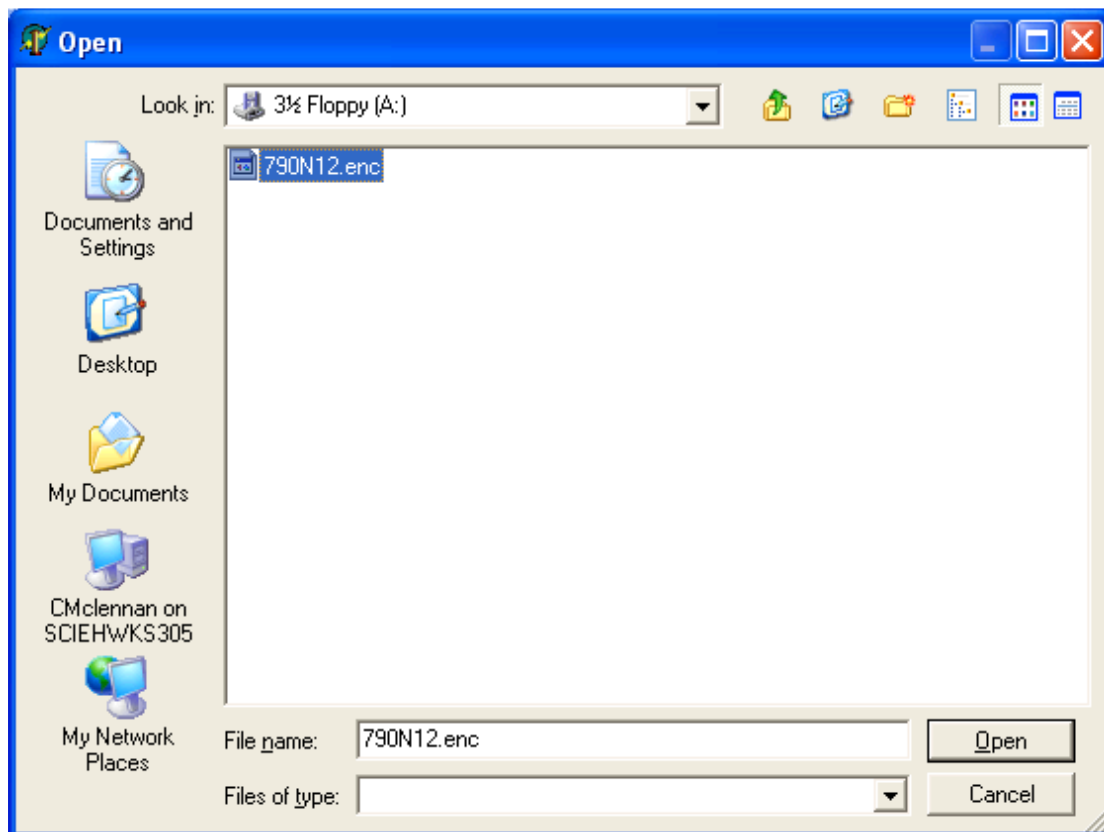
The exported XML file will now be created as requested.
There is also an option to only export samples that have been added or changed since the last export, this can be selected by checking the check box.

Encrypted File Viewer

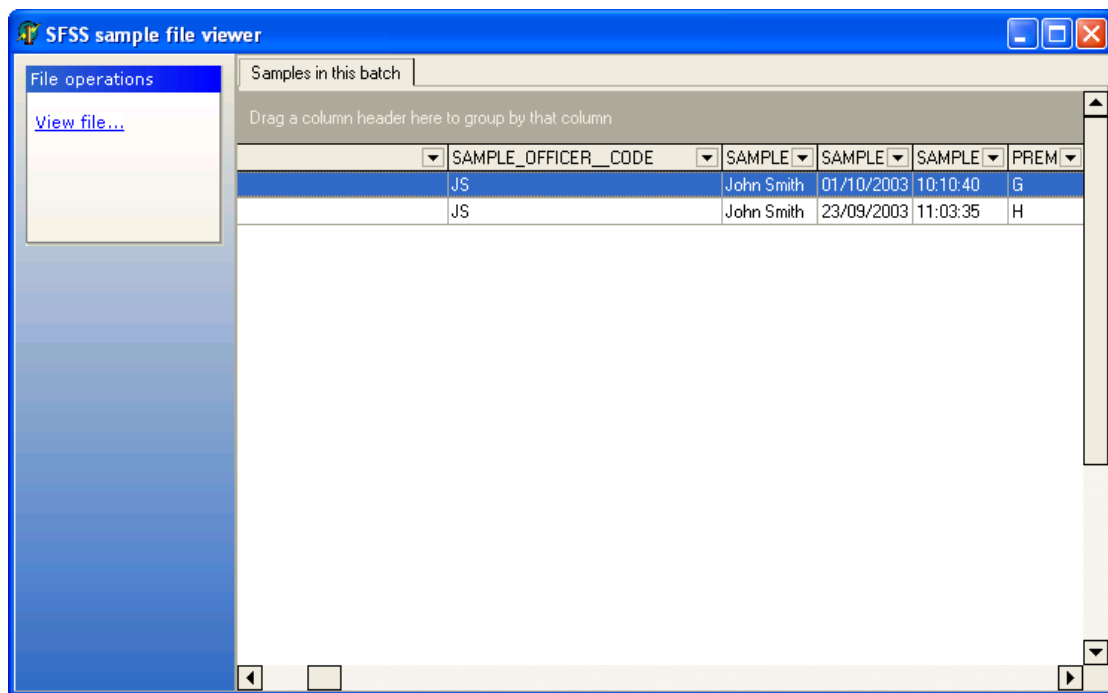
This program facilitates the viewing of previously exported encrypted files.
To run this program, select **FSS Network** then **Encrypted File Viewer** from your start menu.



Click on the **View File** button at the top left hand corner and select your file.



You can then view the data in your selected file.



APPENDIX B: FEED DEFINITIONS

Statutory Requirements

The methods for taking samples of feeding stuffs are set out in the Sampling and Analysis Regulations 2005. The taking of samples in compliance with this regulation would enable formal enforcement action to be taken by the feed authority if necessary; such samples are often referred to as “formal” samples. All other samples are “informal” samples except where they have been obtained from a complainant in which case they are complaint samples.

Durability Date

These are set out in the Feeding stuffs Regulations 2005 Schedule 3 Paragraph 18 and should enter into the database as follows:

Use before dd/MM/yyyy (in that order)

Best before MM/yyyy (in that order)

APPENDIX C: HPS CONTACTS

HPS System Administrator

If you have any questions regarding the project please contact:

Lorna Dryburgh
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Project Support Manager
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Craig Wallace
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HPS Environmental Health Consultants

If you have any questions or comments relating to the FSS, please contact:

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OR

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Postal Address

HPS

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APPENDIX C

Version Changes

- Version 5
- Sample status colour legend introduced
- Option to Re Export
- Option to check batch information
- You can now filter on “Analysis Type”
- Enhanced built in context sensitive help
- Enhanced built in user guide
- Enhanced built in help links
- Enhanced Print form, report and label functionality